This database allows you to capture and track information about Foreign Animal Disease (FAD) or Emerging Disease Incidents (EDI) reports.

Functions of the Database:

To add a document to this database:
Click the New Document button from any of the views.

To add a Follow-up visit report for Appraisals, Cleaning & Disinfection, or others:
Open a report, then click the Follow-up button. This creates a Follow-up report to the current report.

ACL Settings

This application was designed with the intention that all users, except the manager, should have Author access. If they have editor access, the review cycle may not function correctly. Anonymous access is also not permitted.

Features

Document Review Cycle:
A Notes Client author of a document has the option of setting up a document review cycle for that document. To do so simply click on the Setup Review Cycle link and fill in the necessary information.
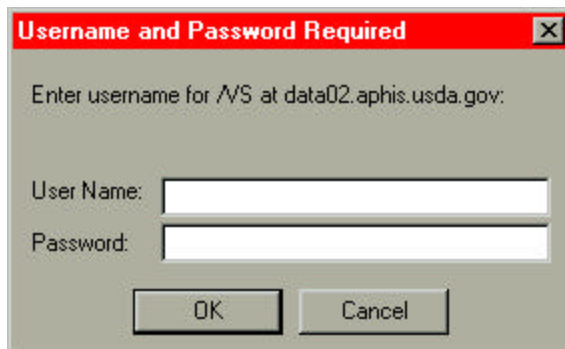*Note:* The review process must be set up when the document is created. It can be acted upon at any later time.

Opening the Database through a Web Browser:

The URL and Logging in:
The URL is: **https://data02.aphis.usda.gov/VS/FAD/Emerging+Diseases.nsf/All?OpenView**
Once that information is submitted, you will be asked for a User Name and Password. Use the information supplied to you to get on.


Opening different views and moving in the view:
There are several views listed on the left side of the page under the title "Document Library". These other views will categorize the investigation documents as described by each view title. To go to a different view, simply click on a title such as "by Complaint".

The page will show only a portion of the investigation documents available. The right buttons just above the list of documents will display either a previous or another set of documents in the database. On the left side of some of the listed documents are triangles and a number just to the right of the first column. This triangle indicates that there are "Followup" reports to the investigation

document. The number indicates how many "Followup" reports there are. By clicking on the triangle, the followup reports can be hidden or displayed in a toggle fashion.

To view a report, simply double click on the topic of that report. The form with the information will open.
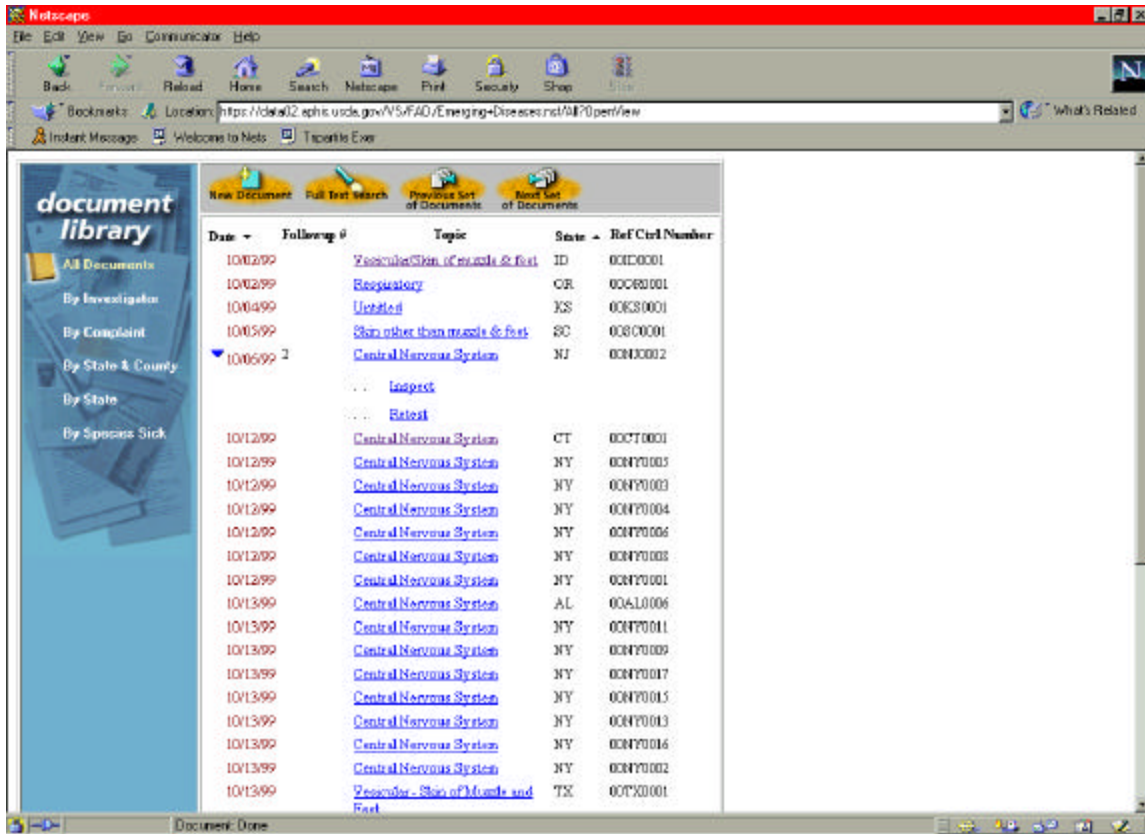
To create a new investigation report, click on the "New Document" button. A new blank form will open to allow data entry.

The last button allows you to search for a specific document of group of documents. This is the "Full Text Search" button. It is the second from the left just above the document listing and has a flashlight on it.

Putting investigation information on an intial document:
Open the document you need to add information to by double clicking on the topic for that document. You should see a page like the one below. There should be a button visible centered just under the title that says "Edit Document". Click that button and fill in the blanks.

Foreign Animal Disease (FAD) or Emerging Disease Incident (EDI) Initial Investigation Reporting Form

Followup   Edit Document   Close

Submitted by	Category	Review Cycle	Public
John B Belfrage/CO/APHIS/USDA on 03/10/2000 at 09:44 PM	Initial FAD/EDI Incident Reporting Form		

Investigation Information

Complaint ▶ Vesicular/Skin of muzzle & feet

Display Complaint Description

Referral Control Number	00ED0001	Investigation Date	10/02/99
Assignment Date	10/01/99	Investigation Time	10:00 AM
Quarantine Date		Local ID Number	00ID0001
Investigator	▶ Lomkin, Richanne E	Investigator Phone	
Status	Closed	Reason	
Priority	None	Reason	
Case Def	Neg		

▼ Owner Information / Comments
Put in names as last, first. Phone numbers as ###-###-####.

Animal Owner Information

	Name	Lang, Tanya	Phone	202-357-3362

Document: Done

Creating "Followup" Reports:

Open the document you need to add a "Followup" report for by double clicking on the topic for that document. You should see a page like the one above. There should be a button visible to the left just under the title that says "Followup". Click that button. A new form will appear. Fill in the blanks. It should look like the one below.

Notifying the Area Office when your actions are complete:

At this time, you must send an email through other means to notify the Area Office or work completed. Please do so by the means you normally use.